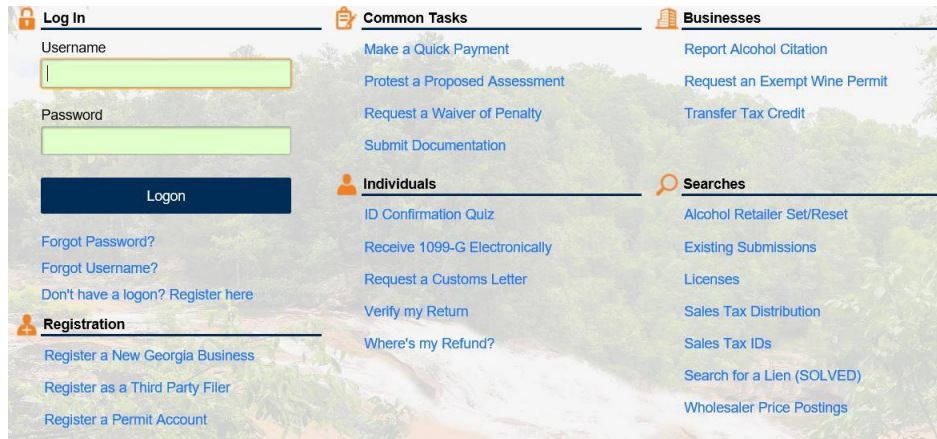


The following documentation provides information on how to make a quick payment on a corporate tax account via the Georgia Tax Center.

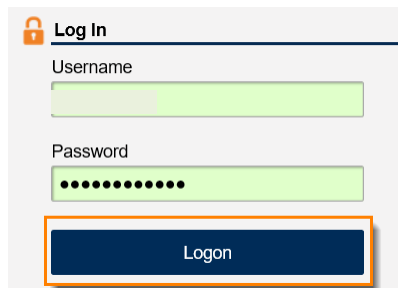
How to File a Simple Sales Tax Return

1. Go to the GTC website (<https://gtc.dor.ga.gov>).



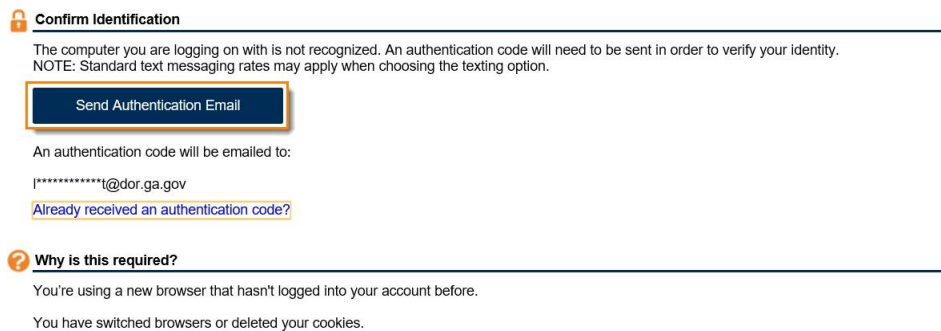
The screenshot shows the Georgia Tax Center homepage. The 'Log In' section is highlighted with a red box. It contains fields for 'Username' and 'Password', a 'Logon' button, and links for 'Forgot Password?', 'Forgot Username?', and 'Don't have a logon? Register here'. The 'Registration' section is also visible, with links for 'Register a New Georgia Business', 'Register as a Third Party Filer', and 'Register a Permit Account'. Other sections include 'Common Tasks' (Make a Quick Payment, Protest a Proposed Assessment, Request a Waiver of Penalty, Submit Documentation), 'Businesses' (Report Alcohol Citation, Request an Exempt Wine Permit, Transfer Tax Credit), 'Individuals' (ID Confirmation Quiz, Receive 1099-G Electronically, Request a Customs Letter, Verify my Return, Where's my Refund?), and 'Searches' (Alcohol Retailer Set/Reset, Existing Submissions, Licenses, Sales Tax Distribution, Sales Tax IDs, Search for a Lien (SOLVED), Wholesaler Price Postings).

2. Type in your **Username** and **Password** then click **Logon**.




This is a close-up of the 'Log In' section. The 'Username' field is highlighted with a red box. The 'Password' field is also highlighted with a red box. The 'Logon' button is highlighted with a red box.

3. If you get the screen to authenticate your logon, click the button to **Send Authentication Email** then check your emails for the message with the code.



The screenshot shows the 'Confirm Identification' screen. It states: 'The computer you are logging on with is not recognized. An authentication code will need to be sent in order to verify your identity. NOTE: Standard text messaging rates may apply when choosing the texting option.' Below this is a 'Send Authentication Email' button, which is highlighted with a red box. Below the button, it says: 'An authentication code will be emailed to: l*****t@dor.ga.gov' and provides a link: 'Already received an authentication code?'. At the bottom, there is a section titled 'Why is this required?' with two bullet points: 'You're using a new browser that hasn't logged into your account before.' and 'You have switched browsers or deleted your cookies.'

- Input the code into the field and click **Yes** to trust the browser then click the **Logon** button.

 **Authentication Code**


An authentication code was sent to:
|*****@dor.ga.gov



Authentication Code
 Required

Trust This Browser

[Didn't receive an authentication code?](#)
[Populate code](#)


- Click on the Sales and Use hyperlink next to the account you would like to file the sales tax return.

 **Accounts** More accounts...

Alcohol License	\$0.00
Alcohol License	\$0.00
Corporate Income Tax	\$0.00
Individual Income Tax	\$0.00
 Sales & Use Tax	\$
<input type="button" value="Sales & Use Tax"/>	\$0.00
 Sales & Use Tax	\$:
Withholding Tax	\$0.00
Withholding Tax	\$:

- If you do not have any Sales and Use activity for this period click **No** and then click **Next >**.

Determine Form

 **Determine Form**

For the period beginning 12/1/2017 and ending 12/31/2017:


Did you have Sales and or Use Tax activity during this filing period?

Required

Previous

If Yes, do you have an XML or Excel spreadsheet you would like to import?

Determine Form

 **Determine Form**

For the period beginning 12/1/2017 and ending 12/31/2017:

Did you have Sales and or Use Tax activity during this filing period?

Do you have an XML or Excel return you would like to import?

Required

If **No**, select the box(es) that apply to your return and then click **Next >**.


Do you have an XML or Excel return you would like to import?

Select all that apply:

- ☐ I have sales in multiple counties
- ☐ I have food, fuel, or hotel tax
- ☐ I have use tax for this filing period
- ☐ I have sales that qualify for the Energy Exemption
- ☐ I have City of Atlanta Exempt Motor Vehicle Sales
- ☐ I have sales/use tax in counties subject to TSPLOST tax
- ☐ I would like to view my Vendor's Compensation Calculations

7. Enter your **Sales Information** then click **Next >**.

Complete ST-3 Long Form

 **Enter Sales Information**

1. Total State Sales


2. Exempt Sales

3. Taxable Sales

8. Total Tax Collected:

Bad Debt Write-Off

Bad Debt Recovered


 **Help**

1. This field is the total amount of sales you made during this filing period. You will need to include all sales made from 12/1/2017 to 12/31/2017.


8. Total Sales/Use tax collected for this reporting period according to your accounting records.

8. Complete the **Calculate Total Sales Tax** form then click **Next >**.


Calculate Total Sales Tax


Return Summary

1. Total State Sales:	\$		8. Total Tax Collected:	\$	
2. Total Exempt Sales:		\$0.00			
3. Taxable State Sales:	\$				


Taxable Sales


		Tax Rate:		Tax Due
State Sales:		*	0.040	\$
Atlanta Sales:	0.00	*	0.015	\$0.00


Sales Tax Distribution Table

Jurisdiction - Select the jurisdiction from the dropdown box
Taxable Sales - Enter the taxable sales for the selected jurisdiction

Taxable Sales must be entered into the table below

	Jurisdiction	Taxable Sales	Local Rate	Tax Rate	Sales Tax


Total

Total Sales Tax \$

Save and Exit


Cancel

< Previous


Next >

9. Complete the **Calculate TSPLOST Tax** form then click **Next >**.

Calculate TSPLOST Tax


Return Summary


1. Total State Sales:	\$		5. Total Use Tax:	\$0.00
2. Total Exempt Sales:		\$0.00	8. Total Tax Collected:	\$
3. Taxable State Sales:	\$			
4. Total Sales Tax:	\$			


TSPLOST Distribution Table

Sales Tax for counties subject to TSPLOST Tax have been included below.

☐ I have TSPLOST-exempt transactions

	Code	Taxable Sales	Use Tax	Tax Rate	Sales Tax
	060 - Fulton		0.00	0.0075	


Total


Total TSPLOST Tax \$

Save and Exit

Cancel

< Previous

Next >


Help

Per §48-8-241, the following sales are exempt:

(1) The sale or use of any type of fuel used for off-road heavy-duty equipment, off-road farm or agricultural equipment, or locomotives;

(2) The sale or use of jet fuel to or by a qualifying airline at a qualifying airport;

(3) The sale or use of fuel that is used for propulsion of motor vehicles on the public highways. For purposes of this paragraph, a motor vehicle means a self-propelled vehicle designed for operation or required to be licensed for operation upon the public highways;

(4) The sale or use of energy used in the manufacturing or processing of tangible goods primarily for resale; or

(5) For motor fuel as defined under paragraph (9) of Code Section 48-9-2 for public mass transit.

10. Review the Return then click **Submit**.

Review Return



Review Return

Review your request and click Submit to continue.

1. Total State Sales:	\$		8. Total Tax Collected:	\$	
2. Total Exempt Sales:		\$0.00	9. Total Sales/Use Tax:	\$	
3. Taxable State Sales:	\$		10. Excess Tax:		\$0.00
4. Total Sales Tax:	\$		11. Total Vendor's Compensation:	\$	
5. Total Use Tax:		\$0.00	12. Previous Prepaid Amount:		\$0.00
6. Total TSPLOST Sum:	\$		13. Current Prepaid Amount:		\$0.00
7. Prepaid Local Sales/Use:		\$0.00			



Total

14. Total Amount Due \$
 15. Date Due 22-Jan-2018

Save and Exit

Cancel

< Previous

Submit

11. Click **Yes** that you would like to certify the return and submit it.



By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

Yes

No

12. If there is a payment due, it will be shown in the red text. On this page you can Make a Payment, Print Return, or Print Confirmation. Then click **OK**.

Confirmation

Submission Information

Ligon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Sales & Use Tax	
Submission Title	Return for 31-Dec-2017
Filing Period	31-Dec-2017
Submitted	26-Oct-2017
Total Amount Due	\$

Your return for 31-Dec-2017 has been submitted.

The return will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

Your return indicates that a payment of \$ is due. Your payment must be received by the due date to avoid incurring penalty and interest. You can make a payment now by clicking "Make a Payment".

If you sell prepaid wireless services please note:

Effective January 1, 2012, all sellers and retailers of prepaid wireless telecommunications services will be required to remit the prepaid wireless 9-1-1 service charge to the Georgia Department of Revenue per Title 46, Section 46-5-121 of the Official Code of Georgia Annotated.

To facilitate the remittance of the new charge, the Prepaid Wireless 9-1-1 Charge account type has been created. You can register for the new account type by clicking on the "Register a New Tax Account" link from your GTC home page.

For more information, please visit <http://dor.ga.gov>.

Printable View

OK

Print Confirmation

Make a Payment

Print Return